

## Time savers

Take notes with an audio recorder. Digital recorders are abundant and cheap. Use two, one for acting and the other for tech. It solves all the problems instantly. If you need to know where in the script you are, point it at the stage, it will pick up the dialogue. You can talk much faster than you write. Your eyes never leave the stage so you miss nothing.

Write out the notes and give them later. This solves all the problems in this part of the process. Most notes are things to be fixed for next time. You go home, review the recordings, and write individual notes to all actors and department members who need them. Email them or bring them to the theatre before the next rehearsal.

This is a giant time saver. You spend a little extra effort writing the notes and everyone else gets on with their life much sooner.

If there one or two things that need immediate attention, you can do so at the end of rehearsal. Give yourself a five-minute limit. Ask your stage manager to limit his or her notes to five minutes as well.

Follow these guidelines and you will meet your goal – to get everyone, who isn't staying to work, out of the theatre within half an hour.